



CITY OF SALEM - NOTICE OF VACANCY

TITLE: Planner
DEPARTMENT: Planning and Community Development
POSITION STATUS: Full-time, non-union position with benefits
REPORTS TO: Director of Planning and Community Development or his or her designee
SUPERVISION EXERCISED: May supervise clerical staff or interns
SALARY: Salary up to \$57,500 DOQ, and stipend of \$2,000 for AICP certification and \$5,500.00 sign on bonus

JOB SUMMARY:

The planner's duties include providing technical assistance to the Planning Board; preparing grant applications and managing projects; undertaking neighborhood and strategic planning initiatives; working with residents and neighborhood groups; and responsibility for other community development projects as assigned.

The ideal candidate has strong organizational skills; written and verbal communication skills; project management skills; analytical and interpersonal skills; experience with land use and zoning; and an ability to interpret development plans. The ability to become proficient with video conferencing as well as municipal software, including viewpoint cloud, is required. The ability to speak Spanish is desirable and highly preferred. GIS skills are a plus.

MAJOR DUTIES

Provides technical assistance to the Planning Board. Reviews development proposals, coordinates departmental review, drafts decisions, and ensures compliance with State statutory requirements and rules and regulations of the board. Attends all Planning Board meetings. Provides assistance to the public relative to the Planning Board's rules and regulations. Conducts field investigations as required; monitors construction activities to ensure compliance with the decision; identifies non-compliance or violations; and collaborates with City Engineer regarding Clerk of the Works on project-by-project basis.

Responsible for research and analysis; studies, reports, and presentations. Prepares grant applications, manages grants, and manages projects.

Undertakes neighborhood and strategic planning initiatives, and works with residents and neighborhood groups.

Supports senior staff members with complex planning initiatives and projects as needed.

Represents the City at public, agency, and neighborhood meetings, as required.

Performs duties independently under policies established by the Director, and performs other duties as assigned by the Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

Understanding of planning principles and practice. Project management experience and ability.

Working knowledge of state subdivision control law, state zoning act, subdivision rules and regulations, and zoning ordinances. Ability to read and interpret development plans and specifications.

Research and analytical skills. Excellent organizational skills and attention to detail.

Ability to communicate effectively both orally and in writing; to establish positive public relations for the City; and to interact effectively with a wide variety of individuals and groups, including but not limited to: the public, business and non-profit community, boards and committees, consultants, and co-workers.

Demonstrated ability to work both independently and cooperatively as part of a team, to assume responsibility, to prioritize and resolve problems, to work under pressure in a fast-paced work atmosphere and to coordinate and manage complex projects.

Computer skills pertaining to the operations of the department. GIS skills a plus.

Valid Massachusetts driver's license in order to use City vehicle (or personal vehicle) to get to and from project sites within the city and the Commonwealth at various times during the workday.

EDUCATION AND EXPERIENCE

Bachelor's degree in planning or related field and a minimum of two years of related professional work experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Master's degree and AICP preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Performing the duties involve a combination of activities in normal office setting as well as outdoor field and site work. While performing the duties of this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision and depth perception. Outdoor field and site work is performed under a variety of weather conditions, including inclement weather. Duties may require moderate physical exercise such as walking through wooded areas, hilly terrain, wetlands and construction sites. Regular use of computer keyboards requiring eye-hand coordination and finger dexterity. Frequent attendance at evening meetings and occasional travel to meetings and other communities. The noise level in the work environment is usually moderate. However, noise level may increase during outside site visits.

Interested individuals are encouraged to apply with cover letter and resume to jobs@salem.com, position will remain opened until filled.

City of Salem, Human Resources
Lisa B. Cammarata, Director
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

DATED: November 28, 2023

The City of Salem is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.